

Kovens BY THE BAY

Bayview Event Package



Whether you're planning a corporate event, holiday or theme party, gala or a lavish Wedding and reception, the Kovens Conference Center, with its majestic and panoramic views overlooking Biscayne Bay, transforms any event into a special occasion.



The Bayview Event Package

Stunning Bayview Ballroom perfected for dinner receptions, galas & ceremonies
5,508 square feet of wedding space to be used for 5 hours (2-hour set-up prior)
Accommodates up to 300 guests
Includes 72" round tables with ballroom chairs, option of square tables available
Wedding white and ivory floor length linen with coordinating napkins
White or ivory chair covers with sash to match your décor
Cocktail tables with white linen and sash
Dance floor, bride and groom tables, cake table, welcome table, DJ table
Dedicated event manager
Liability insurance
Complimentary parking for all guests

Catering

All menus include:
Creative, inspired cuisine for 4 hours
Selection of hors d'oeuvres for one hour
Cake cutting and service
4 hour full open bar
Basic china, flatware & glassware
Waiter and bartender staff
Service charge
(Menus provided by Thierry's Catering)

Choose one (see pages 3-10 for full menus & descriptions):

- ☞ Essential Menu
- ☞ Superior Menu
- ☞ Premium Menu

Ceremony Décor

Beautiful panoramic grand terrace with bay views
Use of the terrace for ceremony and half-hour rehearsal
Banquet chairs
Ceremony canopy or arch with fabrics to match your décor



The Essential Menu

(minimum of 100 guests)

☞ Hors D'Oeuvres ☞

Please select four hors d'oeuvres (see page 10)

☞ The Salad/Starter Course (please select 1) ☞

Traditional Caesar salad with Parmesan Cheese and Crostini

Mesclun Greens with Carrots, Pearl Tomatoes and Passion Fruit Vinaigrette

Fancy Greens with Raspberry Vinaigrette, wrapped in a Mariquitas Ring

Chilled Chunky Gazpacho with Parmesan Straws

☞ The Sit-Down or Buffet Dinner (please select 1) ☞

Entrees include coffee & tea service and bread & butter

Breast of Chicken Rollatini filled with a Wilted Spinach and Saffron Risotto and topped with a Tarragon Reduction, accompanied by a Napoleon of Grilled Roasted Mediterranean Vegetables

Breast of Chicken Cacciatore, cooked with Fresh Herbs and topped with a Red Wine Sauce Reduction and Olives, accompanied by Green Beans and Gratin of Potato Tower

Curry Chicken with Onions and Peppers, cooked in Coconut Milk, accompanied by a Traditional Rice & Pigeon Peas and Broccoli & Carrots

Breast of Chicken Provencal with Pesto-Sun Dried Tomato Mousse in a Tarragon Reduction, accompanied by Roasted Potatoes and Jardinière of Garden Vegetables

Traditional Jamaican Jerk Chicken (or Pork) (White Meat), marinated overnight, accompanied by Rice & Peas and Assorted Vegetables

Canton Chicken Teriyaki, accompanied by Jasmine Rice and Steamed Vegetables

Baked Filet of Salmon with Red Bell Pepper Mousse, wrapped in Phyllo Dough and topped with a Champagne Beurre Blanc, accompanied by Rice Pilaf and a Jardinière of Garden Vegetables

☞ Available On Buffet Only ☞

Slow Roasted Top Round of Beef, accompanied by Horseradish Mousseline, Au Jus and Béarnaise Sauce

Roasted Leg of Lamb with Brussels Sprouts and Baby Carrots Au Vin Blanc



The Essential Menu (continued)

☞ Wedding Cake ☞

Cake provided by the bride. Thierry's Catering will cut and serve to guests at no additional cost.

☞ Bar Festivities ☞

A Full Open Bar with Brand Liquors to include:

Absolut Vodka, Bacardi Light Rum, Bacardi Limon Rum, Bombay Sapphire Gin, Jack Daniels Whiskey, Johnnie Walker Black

Assortment of:

Mixers, Juices & Bar Fruits, House Red & White Wine, Domestic & Imported Beers, Sodas, Mineral & Perrier Water

Children's menus are available upon request.





The Superior Menu

(minimum of 100 guests)

☞ Hors D'Oeuvres ☞

Please select five hors d'oeuvres (see page 10)

☞ The Salad/Appetizer (please select 1) ☞

Traditional Caesar Salad with Parmesan Cheese and Crostini

Mesclun Greens with Carrots, Pearl Tomatoes and Passion Fruit Vinaigrette

Fancy Greens with Raspberry Vinaigrette wrapped in a Mariquitas Ring

Chilled Chunky Gazpacho with Parmesan Straws

Grilled Portobello Mushrooms on Vine Ripe Tomatoes and Fresh Mozzarella, served on American Field Greens, topped with Balsamic-Basil Vinaigrette

Warm Spinach Salad with Pancetta tossed with Hot Aged Olive Balsamic Vinaigrette, served on Crispy Polenta

Mesclun Salad in a White Truffle Oil Vinaigrette, embellished with Edible Flowers and Parmigiano Shavings

☞ The Sit Down or Buffet Dinner (please select 1) ☞

Entrees include champagne toast, bread & butter and coffee & tea service.

Breast of Chicken Rollatini filled with Wilted Spinach and Saffron Risotto, topped with a Tarragon Reduction, served with a Napoleon of Grilled Roasted Mediterranean Vegetables

Breast of Chicken Cacciatore, cooked with Fresh Herbs and topped with a Red Wine Sauce Reduction and Olives, accompanied with Green Beans and Gratin of Potato Tower

Curry Chicken with Onions, Peppers and cooked in Coconut Milk, accompanied by Traditional Rice & Pigeon Peas and Broccoli & Carrots

Breast of Chicken Provencal with Pesto-Sun Dried Tomato Mousse in a Tarragon Reduction, served with Roasted Potatoes and Jardinière of Garden Vegetables

Traditional Jamaican Jerk Chicken (or Pork) (White Meat), marinated overnight and served with Rice & Peas and Assorted Vegetables

Canton Chicken Teriyaki accompanied by Jasmine Rice and Steamed Vegetables

Baked Filet of Salmon with Red Bell Pepper Mousse, wrapped in Phyllo Dough and topped with a Champagne Beurre Blanc, accompanied by Rice Pilaf and a Jardinière of Garden Vegetables



The Superior Menu (continued)

☞ Wedding Cake ☞

Three-layer butter cream traditional wedding cake (décor not included).

☞ Bar Festivities ☞

A Full Open Bar with Premium Brand Liquors to include:

Absolut Vodka, Belvedere Vodka, Grey Goose Vodka, Bacardi Light Rum, Bacardi Limon Rum, Bacardi Dark Rum, Meyers Rum, Bombay Sapphire Gin, Jack Daniels Whiskey, White Label Whiskey, Johnnie Walker Black, Hennessey Cognac, José Cuervo Tequila

Champagne Toast with Dinner

Assortment of:

Mixers, Juices & Bar Fruits, House Red & White Wine, Domestic & Imported beers, Sodas, and Mineral & Perrier Water

Children's menus are available upon request.





The Premium Menu

(minimum of 100 guests)

🌀 Hors D'Oeuvres 🌀

Please select six hors d'oeuvres (*see page 10*), with addition of the following choices:

Passion Seared Tuna on a Crisp Wonton topped with Mango-Black Beans Salsa

Macadamia Crusted Lamb Medallions on Crisp Saffron Risotto Cakes

Lamb Mignon over Porcini Risotto Cake with Provençal Hollandaise and Wilted Spinach

Petit Filet Mignon of Beef on a Sun-Dried Tomato Brioche topped with a Béarnaise Sauce

🌀 Dazzling Display 🌀

A Cheese and Fruit display will be offered during the cocktail reception featuring a selection of international cheeses and tropical fruits.

🌀 The Salad/Appetizer (Please Select 1) 🌀

Entrees include champagne toast, wine service, bread & butter, and coffee & tea service.

Traditional Caesar Salad with Parmesan Cheese and Crostini

Mesclun Greens with Carrots, Pearl Tomatoes and Passion Fruit Vinaigrette

Fancy Greens with Raspberry Vinaigrette wrapped in Mariquitas Ring

Chilled Chunky Gazpacho with Parmesan Straws

Grilled Portobello Mushrooms on Vine Ripe Tomatoes and Fresh Mozzarella, served on American Field Greens, topped with Balsamic-Basil Vinaigrette

Warm Spinach Salad with Pancetta tossed with Hot Aged Olive Balsamic Vinaigrette on Crispy Polenta

Mesclun Salad in a White Truffle Oil Vinaigrette embellished with Edible Flowers and Parmigiano Shavings

Sliced Peking Duck served in a Boston Lettuce Cup and laced with Sweet & Sour Sauce

Maryland Crab Cakes drizzled with Roasted Red Pepper Aioli on a Mesclun Salad tossed in a Citrus Vinaigrette

Lobster Bisque with Brandy Crème Fraîche



The Premium Menu (continued)

☞ **The Sit Down or Buffet Dinner (please select 1)** ☞

Grilled Filet of Pacific Bass brushed with Honey-Teriyaki Glaze, topped with Macadamia Pineapple Relish, accompanied by Twice Baked Sweet Potatoes and Garden Vegetables

Broiled Mahi Mahi topped with Mango Black Beans Salsa, accompanied by Orzo Primavera and Grilled Vegetables

Sour Orange-Marinaded Roasted Loin of Pork with Caramelized Onions, accompanied by Mascarpone Mashed Potatoes and Wilted Greens

Filet of Grouper with Roasted Sweet Pepper Coulis, Accompanied by Sun-Dried Tomato Polenta and Grilled Zucchini & Squash

Traditional London Broil Au Jus and Horseradish Mousseline, accompanied by Baked Gratin of Potatoes with Nutmeg and Vegetables

Grilled Aged Filet Mignon of Beef in a Pink & Green Peppercorn Sauce, accompanied by Baked Gratin of Scalloped Potatoes with Grated Nutmeg and Bundles of String Beans

☞ **The Dessert (Please Select 1)** ☞

Triple Layer Chocolate Mousse Cake

Key Lime Pie Fantasy with Tropical Fruit Coulis

Fresh Fruit Feuilletée with Passion Fruit Mousseline

Strawberry Cheesecake with Strawberry Coulis and Whipped Cream

Traditional Tiramisu

Caribbean Chocolate Fondant

Tropical Mango Mousse in a Vanilla Cake Served with Passion Coulis

Italian "Crostata" (Raspberry Crunchy Cake)



The Premium Menu (continued)

☞ Wedding Cake ☞

Three-layer fondant traditional wedding cake (décor not included).

☞ Bar Festivities ☞

A Full Open Bar with Premium Brand Liquors to include:

Absolut Vodka, Belvedere Vodka, Grey Goose Vodka, Bacardi Light Rum, Bacardi Limon Rum, Bacardi Dark Rum, Meyers Rum, Bombay Sapphire Gin, Jack Daniels Whiskey, White Label Whiskey, Johnnie Walker Black, Hennessey Cognac, José Cuervo Tequila

Champagne toast with dinner

Wine service with dinner

Assortment of:

Mixers, Juices & Bar Fruits, House Red & White Wine, Domestic & Imported Beers, Sodas, and Mineral & Perrier Water

Children's menus are available upon request.





The Hors D'Oeuvres

The following Hors D' Oeuvres will be passed Butler Style to the Guests, Presented on Gleaming Silver Trays, beautifully Decorated with Fresh Herbs and Exotic Flowers.

Cheese and Grape Miniature Skewers

Baked Brie Tartlet with Raspberry Relish and Toasted Hazelnuts

Mini Tartlets of Boursin Cheese topped with Sweet Yellow and Red Peppers Confit

Goat Cheese Parcels with Crushed Macadamia Nuts topped with Aged Balsamic Syrup

Leek and Saint Andre Fondue

Vegetable Spring Rolls with Cilantro-Soy Dipping Sauce

Spanakopita filled with Spinach and Feta Cheese

Miniature Quiche Lorraine

Roasted Portobello on a Garlic Crostini with a Chiffonade of Basil

Miniature Jamaican Patties

Miniature Baked Empanaditas

Chicken Wings with Barbeque Sauce

Thai Chicken on a Skewer with Coconut-Chile Sauce

Grilled Chicken Quesadillas with Green Chiles and Melted Monterrey Jack

Curried Chicken Medallions with Shaved Coconut and Crushed Peanuts

Lemon-Chive Tuiles topped with Smoked Salmon and Crème Fraîche

California Sushi Rolls accompanied by Soy Sauce, Wasabi and Pickled Ginger

Wasabi Scented Potato Cake with Seared Salmon and Fuji Apple "Méli-Mélo" with Miso Sauce

Grissini Bread topped with Smoked Salmon and Dill

Maryland Crab Cakes accompanied with Fire-Roasted Red Pepper Aioli

Conch Fritters with Island Sauce

Miniature Croque Monsieur

Cuban Croquettes

Pig in a Blanket

Traditional Italian Miniature Meatballs with Tomato Sauce

Miniature Beef Wellington accompanied by a Béarnaise Sauce



The Decor Packages

(For a minimum of 100 guests)

☞ **For the Ceremony** *(Contact Kovens Conference Center for pricing)*

- Chair cover (white or ivory) with sash \$4.50 each (* note: If contracting ceremony and reception, ceremony chair covers price will be reduced)
- 50-foot red carpet runner
- 1 white tablecloth for ceremony table
- White organza drapes for the aisle

☞ **For the Cocktail reception** *(Contact Kovens Conference Center for pricing)*

- Small centerpieces with natural flowers

☞ **For the Ballroom**

1. Classic Package *(Contact Kovens Conference Center for pricing)*

- 10 - 132" round full length tablecloth your choice of color (ivory, white, black, red, navy blue, baby blue, hunter green, lime green, light pink)
- 100 - 20" x 20" dinner napkins (matching your linens)
- 100 - Chair covers (white or ivory with matching sash)
- Tablecloths for head table, cake table, guestbook table and gift table

2. Supreme Package *(Contact Kovens Conference Center for pricing)*

- 10 - 132" round full length tablecloth your choice of Brocade (ivory, white, shimmer gold, shimmer silver, crushed cranberry, crushed white crushed green, other colors to be determined)
- 100 - 20" x 20" dinner napkins (matching your linens)
- 100 - Chair covers white or ivory with matching sash)
- Tablecloths for head table, cake table, guestbook table and gift table

Set-up and break down charges apply

Please Note: Price does not include 7% Florida Sales Tax.



The Décor Packages (continued)

☞ **For the Ballroom** (Contact Kovens Conference Center for pricing)

- Gold or silver charger plates
- White or ivory sash for chairs
- Centerpieces clear base with floating candles or natural hydrangeas and roses in small clear base (type of flowers may vary the price)
- Centerpieces with fresh natural flowers (white hydrangeas, roses, calla lilies, lily grass) and 4 votive candles per table
- 4 - Specialty tablecloths for bride and groom table, cake table, guestbook table, and gift table
- Organza drapes - entire ceiling option
partial ceiling option
- White fabric to cover the doors
- Staircase fabrics drapes

☞ **Modern Lounge Furniture**

1. Cocktail Package (Contact Kovens Conference Center for pricing)

- 3 - white sofas with pillows to match décor
- 3 - coffee tables with clear cylinder vase
- 6 - 18" x 18" white ottomans

2. Bali Package (Contact Kovens Conference Center for pricing)

- 6 - white sofas (optional to replace 2 sofas for 2 Bali beds)
- 6 - white coffee tables
- 12 - 18" x 18" square white ottomans

Set-up and break down charges apply

Please Note: Price does not include 7% Florida Sales Tax.



The Audiovisual Packages

- ☞ **Uplighting** *(Contact Kovens Conference Center for pricing)*
 - 10 uplights for perimeter of the Bayview Ballroom in a variety of color options

- ☞ **Our Journey Live** *(Contact Kovens Conference Center for pricing)*
 - LCD projector to produce the photo montage or video
 - Free-standing presentation screen
 - DVD player and Personal Assistant

- ☞ **Live in Action** *(Contact Kovens Conference Center for pricing)*
 - 2 - LCD projectors to produce the photo montage or video
 - 2 - Ceiling mounted screens
 - DVD player and Personal Assistant

** Please note this package may not be available for receptions over 200 guests*

- ☞ **Microphone for Ceremony** *(Contact Kovens Conference Center for pricing)*
 - Wireless microphone, sound system and personal assistant (two hours maximum)

- **Electrical Outlets**
 - Complimentary throughout Bayview Terrace and Bayview Ballroom

Please Note: Price does not include 7% Florida Sales Tax.



Frequently Asked Questions

Q: How do I secure my event date and reserve the space?

A: A non-refundable deposit in the amount of \$500.00 as well as a signed contract agreement secures your date and space.

Q: Is there a parking fee?

A: No, unlike most facilities in Miami, all parking is complimentary. Ample parking is available in the front of the building for you and your guests.

Q: What is the back-up plan for inclement weather if my ceremony is outside on the Bayview Terrace?

A: The first floor gallery. A time will be designated for the day of your event in which a decision must be made as to which location the ceremony will take place.

Q: Are there any fees if I want to have a rehearsal the day before?

A: A half hour rehearsal (based upon ballroom availability) is included in your package; arrangements should be made with your Event Manager.

Q: Is there an outlet to play music during my ceremony outside?

A: Yes, there are outlets on the terrace. Please refer to this package for more information.

Q: Can Kovens provide a microphone for my officiant?

A: Yes. Please ask for a complete audio visual price list for items available.

Q: How do I arrange for a Chuppah for Jewish ceremonies?

A: Kovens' in-house décor company are happy to make arrangements for this.

Q: Are there additional fees for liability insurance for my event?

A: Liability insurance is included in your package and is not an additional cost.

Q: Is there an outdoor location for my cocktail hour?

A: Yes, we have a Grand Terrace with magnificent views of Biscayne Bay. In the event of inclement weather, the cocktail hour will be moved indoors into the North and South Alcoves.

Q: What is the size of the dance floor?

A: The maximum size is 21'x21' and smaller dance floors are also available.

Q: Can a stage be provided for a sweetheart table?

A: Yes, a stage can be provided per your request.

Q: Can I bring in my own caterer?

A: Kovens requires that all catering go through our catering partners.



Frequently Asked Questions

Q: Can I taste the food?

A: Yes. For confirmed events, a complimentary tasting will be provided three months prior to your event. The tasting is provided for two guests.

Q: How will the servers know what meal each guest selected for dinner?

A: The Bride and Groom are to provide menu cards to indicate what entrée selection each guest has chosen.

Q: I would like to add an additional entrée?

A: Yes, you can do so at \$10.00 more per person.

Q: Is there a cake cutting fee?

A: No, our in-house catering company will cut and serve the cake to your guests as this is included in the package.

Q: Do I have to pay service charges?

A: Unlike many properties, you will be pleased to find that our gratuity/service charges are included in our pricing.

Q: Do I have to pay for servers or bartenders?

A: No, this is already included in our pricing.

Q: Can I provide my own alcohol?

A: No, alcohol is to be provided by our in-house catering company. Please see the menus for the extensive list of alcohol available for your bar.

Q: Can I extend my end time for the reception?

A: Yes, there is a fee of \$500.00 for each additional hour and the catering charges are to be determined. *Event not to exceed Midnight.

Q: Can I decorate for the reception?

A: Kovens requires that all decorating go through our in-house décor company.

Q: How early can I have my vendors deliver items for my reception?

A: Typically two (2) hours prior to the start of your event. One week prior to your event, please provide a contact list of vendors to your Kovens Event Manager.

Q: Do you have a Bridal Room available for me to get dressed in?

A: Yes, the Bridal Suite is complimentary for brides with a ceremony and there will be an additional fee for usage without a ceremony.



Frequently Asked Questions

Q: What are the sizes of the tables?

A: We have 72" round tables seating 10-12 guests, 5'x4' rectangular tables seating 6-8 guests and 8'x4' rectangular tables seating 8-10 guests; 48" round table for wedding cake, 6' or 8' rectangular tables for gifts, place cards, favors and DJ, and 5'x2' table for Bride and Groom.

Q: When is my guaranteed count of guests due?

A: Two weeks prior to your event. The number can be slightly adjusted if necessary up until 5 business days before your event.

Q: When is my final payment due?

A: The contracted amount is due one month prior to your function. In the event that your amount increases when the guaranteed count is given, you will be charged for the difference. All final payments must be paid with a credit card or cashiers check.

Q: Do you give any discounts?

A: Discounts are available for FIU Alumni and Monday-Friday discounts are available for our Bayview Event Package. Please inquire with your Event Manager.

Q: Can I show a photo montage or play a video?

A: Yes, please see the Audiovisual Packages for more details.

Q: Can I provide my own vendors (wedding cake, deejay, photographer, etc)?

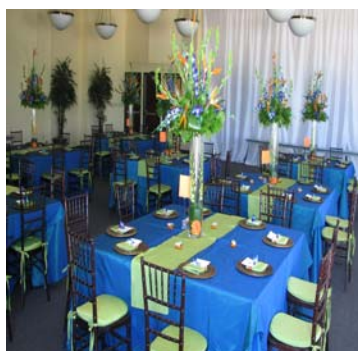
A: You are welcome to use your own vendors. We are happy to provide you with a Preferred Vendors List. Vendors may be requested to provide a certificate of liability insurance if deemed necessary by your Event Manager and the Kovens Conference Center.

Q: Can I add a champagne toast?

A: The champagne toast is an available addition to any packages at \$4.00 per person.

** Please note Kovens By the Bay will be closed on Thanksgiving Day, Christmas Eve, Christmas Day
New Years Eve And New Years Day.*

*** Please note an additional charge will be incurred for holiday weekends.*





Our Preferred Vendors

- ☞ **Décor and Flowers**
 - The Party Fashion Company: Kathy 305-663-6636 www.thepartyfashion.com
 - Panache Party Rental: 954-971-8484 www.classicpartyrentals.com
- ☞ **Flowers**
 - Flowers by Sandra: Sandra 305-362-7200 www.flowersbysandra.com
- ☞ **Furniture**
 - Bubble Furniture: 305-761-6392 www.bubblemiami.com
- ☞ **Cappuccino**
 - B&B Cappuccino: 954-439-4827
- ☞ **Chocolates/Cakes**
 - Romanico's Chocolates: 305-854-9936 www.romanicoschocolate.com
 - Ana Paz Cakes: 304-471-5850 www.anapazcakes.com
- ☞ **Videographer**
 - EC Media Inc. 305-484-3262 www.ecmediainc.com
- ☞ **Photography**
 - Luis Manuel Photography: 305-969-3333 www.luismanuel.com
 - Upscale Photo: 305-331-0230 www.upscalephoto.com
 - Hera Studios: 954-549-4480 www.herastudios.com
- ☞ **Invitations**
 - By Invitation Only: 305-949-3000 www.getinvitations.com
- ☞ **Gowns**
 - Couture Bridal: 305-864-6270
- ☞ **Spa**
 - Le Spa: 305-503-6041 www.StarwoodHotels.com/SunnysIsles
- ☞ **Limousines**
 - Millennium Limo: 954-472-9498 www.millenniumlimo.com
- ☞ **DJ Service/ Music Production**
 - Penn House Productions: 954-345-5110 www.pennhousefl.com
- ☞ **Make-up**
 - South Beach Make-up Studio: Amy Palma 305-756-7821
www.sobemakeupstudio.com
- ☞ **Jewelry**
 - Twinkle Twinkle: 305-282-0423